



# DEPARTMENT OF ADMINISTRATION

*Depattamenton Atmenestrasion*  
P.O. Box 884 Hagatna, Guam 96932

GENERAL SERVICES AGENCY  
(*AHENSION SETBISION HINIRAT*)  
TELEPHONE (TELEFON): (671) 475-1707 / 1720



EDWARD M. BIRN  
DIRECTOR (*DIREKTOT*)

BERNADINE C. GINES  
DEPUTY DIRECTOR  
(*SIGUNDO DIREKTOT*)

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GOVERNOR (*MAGA'HÁHA*)

JOSHUA F. TENORIO  
LIEUTENANT GOVERNOR  
(*SEGUNDO MAGA'LÁHI*)

December 13, 2021

**GENERAL SERVICES AGENCY CIRCULAR NO.: 2021-014**

To: All Department and Agency Heads

From: Chief Procurement Officer

Subject: **UPDATE AUTHORIZED PERSONNEL AND SIGNATURES**

***Buenas yan Håfa Adai!*** Please be advised that the General Services Agency is updating its files on authorized personnel as well as the assigned Alternates for all agencies/departments. These individuals will be the only persons honored at the Tendan Gubetnu, the State Agency for Surplus Property, and the Control Branch pertaining to the issuance of supplies and materials, in addition to the release of procurement and other related documents. It is important that these files remain current to ensure the timely processing of your Agency/Department documents.

Attached is the necessary form to complete and transmit to our office no later than December 31, 2021. Any further questions, please do not hesitate to call 475-1707/1708.

Your immediate and prompt attentions in this matter will be greatly appreciated. ***Si Yu'os Ma'åse'.***

  
CLAUDIA S. ACFALLE

Attachment



# GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)

GOVERNMENT OF GUAM

148 Route 1 Marine Drive, Piti, Guam 96915

Tel: (671) 475-1707 / 1720; Fax: (671) 472-4217

DATE: \_\_\_\_\_

To: Chief Procurement Officer

From: \_\_\_\_\_

*Department / Agency*

Agency / Dept. No.: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Subject: **SIGNATURE AUTHORIZATION**

**Ref: Tendan Gubetno and Guam State Agency for Surplus Property**

The following personnel are authorized to sign for and pick up supplies from the Tendan Gubetno and the GUAM State Agency for Surplus Property and procurement related documents from the Control Section.

|                     |                  |                |
|---------------------|------------------|----------------|
| <i>Name / Title</i> | <i>Signature</i> | <i>Initial</i> |
| <i>Name / Title</i> | <i>Signature</i> | <i>Initial</i> |
| <i>Name / Title</i> | <i>Signature</i> | <i>Initial</i> |
| <i>Name / Title</i> | <i>Signature</i> | <i>Initial</i> |
| <i>Name / Title</i> | <i>Signature</i> | <i>Initial</i> |
| <i>Name / Title</i> | <i>Signature</i> | <i>Initial</i> |

\_\_\_\_\_  
*Name Title / Position*  
*Head of Agency / Department*